



# MEAD PUBLIC LIBRARY BOARD OF TRUSTEES AGENDA

**June 23, 2022 at 5:00 PM**

**Mead Public Library, Rocca Conference Room, 710 N 8th Street**

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Notice of the Mead Public Library Board of Trustees Meeting at 5:00 PM, Thursday, June 23, 2022 at Mead Public Library, Rocca Conference Room, 710 N 8th Street, Sheboygan WI.

Persons with disabilities who need accommodations to attend this meeting should contact Sydney Mehn at the Mead Public Library, (920) 459-3400 extension 2039 as soon as possible. Persons other than commission, committee, and board members who wish to participate remotely shall provide notice to Sydney Mehn at the Mead Public Library at 920-459-3400 extension 2039 at least 24 hours before the meeting so that the person may be provided a remote link for that purpose.

## **OPENING OF MEETING**

1. Call to Order and Determination of Quorum - Maeve Quinn, President. All trustees may attend the meeting remotely.
2. Pledge of Allegiance
3. Public Comments [5 people at 5 minutes each. Commenters must be City residents or residents of non-libraries areas in Sheboygan County] (Please sign in prior to meeting)
- [4.](#) Approval of Minutes
5. Correspondence, Announcements, and Common Council Reports

## **COMMITTEE REPORTS**

- [6.](#) Review and Possible Action on Payment of Current Expenditures, including Payroll and Special Revenues (Grants, Gifts and Donations). Receive Budget Status Report to Date
7. HR Committee - Report of 6/14/2022 Meeting

## **ITEMS FOR DISCUSSION AND POSSIBLE ACTION**

- [8.](#) Job Descriptions Updates
- [9.](#) Table of Organization
10. Job Descriptions Study
11. 125th Anniversary
12. Joint meeting with City Finance and Personnel Committee

## **DIRECTOR'S REPORT**

- [13.](#) Update on Building Projects
- [14.](#) Update on Services and Programming
- [15.](#) Security Update
- [16.](#) Monthly Statistics

#### **LIAISON REPORTS**

- 17. Monarch Library System - Maeve Quinn
- [18.](#) Mead Library Foundation - Kathie Norman
- 19. Friends of Mead - Sydney Mehn

#### **UPCOMING MEETINGS**

- 20. Joint meeting with City Finance and Personnel Committee (7/25/22 @ 5:00 pm)
- 21. Library Board of Trustees (07/28/22 @ 5:00 pm)

#### **ADJOURN**

- 22. Motion to Adjourn

***In compliance with Wisconsin's Open Meetings Law, this agenda was posted in the following locations more than 24 hours prior to the time of the meeting:***

*City Hall • Mead Public Library  
Sheboygan County Administration Building • City's website*

**CITY OF SHEBOYGAN**  
**MEAD PUBLIC LIBRARY BOARD OF TRUSTEES MINUTES**  
**Thursday, May 26, 2022**

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**OPENING OF MEETING**

1. **Call to Order and Determination of Quorum - Maeve Quinn, President** All trustees may attend the meeting remotely. Quinn called the meeting to order at 7:01 p.m. and determined a quorum. Members **Present:** Albrinck, Campe, Guevara, Norman, Quinn, Speth, and Walton  
**Members Absent:** Alvarez, Bulson, Salazar  
**Staff Present:** DeAmico, Erickson, Mehn, and Prentice
2. **Pledge of Allegiance** Quinn led the group in the pledge of allegiance.
3. **Public Comments [5 people at 5 minutes each. Commenters must be City residents or residents of non-libraries areas in Sheboygan County] (Please sign in prior to meeting)** There was no public comment.
4. **Correspondence, Announcements, and Common Council Reports** There was no correspondence, announcements, or Common Council reports.
5. **Approval of Minutes - April 28, 2022** Walton **moved** to approve the minutes from the 4/28/22 meeting. Speth **seconded**. The motion **passed**.

**COMMITTEE REPORTS**

6. **Review and Possible Action on Payment of Current Expenditures, Including Payroll and Special Revenues (Grants, Gifts, and Donations)** Walton **moved** to approve the report, and payment of current expenditures including payroll, and special revenues. Albrinck **seconded**. The motion **passed**.
7. **Receive 2022 Budget Status Report to Date** The 2022 budget report was received and found to be in good order.

**ITEMS FOR DISCUSSION AND POSSIBLE ACTION**

8. **Discussion and Possible Action on 125th Anniversary** Quinn updated the group that she will have a date for a 125th Anniversary staff celebration at next month's meeting. She also passed around the draft of the historical panels, which will be emailed out to virtual board members.
9. **Discussion and Possible Action on Disc Repair Machine** Erickson updated the group on the issues that have been gradually increasing with the status of the discs in our collection. He indicated that there is a machine that the library is looking to purchase, the machine would be able clean 50 discs at a time, however the machine costs approximately \$21,000. Speth **moved** to approve the purchase of the machine via the 850 funds. Walton **seconded**. The motion **passed**.
10. **Discussion and Possible Action on Inservice Dates**  
**Fall: September 30**  
**Spring: TBD** Erickson discussed the need for staff to have Inservice dates for training. Albrinck **moved** to

approve the closure of the library for the Inservice dates as presented. Speth **seconded**. The motion **passed**.

11. **Discussion and Possible Action on Reserve Fund** Erickson discussed the reserve fund name and the issues that have arisen with recent funding. Erickson would like to rename the fund the MPL Facilities Maintenance Reserve Fund in order to allow for flexibility with those funds to possibly cover other potential expenses. Quinn **moved** to rename the MPL Roof Replacement Fund to the MPL Facilities Maintenance Reserve Fund. Walton **seconded**. The motion **passed**.
12. **Discussion and Possible Action on Fire Panel** Erickson discussed the fire panel update needs, as discussed at a previous meeting. An update to the quote has been made, including updated codes. The cost is going to now be approximately \$225,000, which is more than double the first quote. We are unsure how this will be paid for, as the fire panel had originally been part of CIP, of which the city had agreed to pay 50%. With the increased price, we are unsure if the city will even cover half of the new quote. Quinn will be working with the city administrator to find out how this project will be funded. In the meantime, Walton **moved** to approve the new fire panel bid utilizing funding from the city as much as possible, and only utilizing the MPL Facilities Maintenance Reserve Fund to help fund the difference of the project. Albrinck **seconded**. The motion **passed**.
13. **Discussion and Possible Action on Job Description Questionnaire Study** Erickson discussed the job description questionnaire study, and the timeline associated with it. He discussed that there is very little he could share on it for the time being, and no specifics can be shared on various positions, but more information will be provided to city employees in the coming days. Quinn noted that through state statutes, our board determines salary levels, job descriptions, and individual compensations, and that it is within our rights to step away from the city's salary scale.

## DIRECTOR'S REPORT

14. **Discussion of Whole Person Librarianship Training** Prentice discussed the training sessions that staff and trustees attended. She noted the appreciation of staff hearing from other libraries that are experiencing the exact same things as us. She discussed the need to begin operationalizing the reflective practice piece of decompressing after experiences. Trustees discussed the need to think of more unique ways to address the needs in the community.
15. **Update on Building Projects** Erickson the building projects, noting that they are the projects that were discussed earlier, and that funding would be sought from city sources first.
16. **Update on Services and Programming** Prentice discussed the steady increase in programs and program attendance over the last month. She discussed Comic Con in May which saw about 400 people, and noted that Sumer Reading Program has officially kicked off with over 200 kids already signed up. Looking ahead, the Acuity Kickoff Carnival will again happen this year on June 14<sup>th</sup>, and we will also be having another stuffed animal sleepover fieldtrip to the Milwaukee Art Museum. She next discussed the Sheboygan Children and Teens Book Festival status, noting that the organization is officially defunct. It ran for 10 years and was a wonderful community event. Remaining funds from the organization will be distributed back to the local participants.
17. **Security Update** Prentice presented the security stats. She noted that five more categories have been added which helped to narrow down specific data. She shared a sad but heartwarming interaction story that Santino had experienced, which was a great reminder of the positive difference we make in people's lives every day here at the library.
18. **Monthly Statistics** Erickson discussed the monthly statistics. He noted that we are not getting or loaning as many materials from other libraries, but all other numbers are starting to jump back up. The gate

count in particular was up 66% from last year. Erickson discussed removing the specific line items from the e-content stats and having only a totals line. Mehn will work with IT to implement this change.

Item 4.

## LIAISON REPORTS

19. **Monarch Library System - Maeve Quinn** Quinn reported that the Monarch Library system is undergoing some current staff changes and would be working on that. She further noted the challenges associated with the higher gas prices and operating the bookmobile.
20. **Mead Library Foundation - Kathie Norman** Norman reported that the Foundation is moving forward with funding a staff scholarship, details of which will be released in June. She also briefly discussed the market downturn, and the expected turbulence of the financial market in the future. She lastly reported that the 125th anniversary mailing campaign has gone out and the approximately \$15,000 goal is well in sight with just over \$11,000 already raised.
21. **Friends of Mead - Sydney Mehn** Mehn reported that the Friends will be participating in the 2022 Night Markets on June 24th, July 29th, and August 26th. Mehn also noted the successful open house and raffle from a few weeks prior, and the next upcoming event for the Friends 50<sup>th</sup> anniversary which will be a scavenger hunt in the children's room. Finally, Mehn noted that the Friends had also approved a scholarship for staff, which was detailed in the attached minutes, and will be announced to staff in conjunction with the Foundation's scholarship.

## ELECTION OF OFFICERS

22. **Nominations from The Floor and Election of Officers for 2022-2023 (Closed Ballot Permitted) - President - Vice President** Norman moved to nominate Quinn for President. Walton seconded. The motion unanimously passed. Albrinck moved to close the nominations for President. Norman seconded. The motion unanimously passed. Speth moved to nominate Norman for Vice President. Albrinck seconded. The motion unanimously passed. Guevara moved to close the nominations for Vice President. Walton seconded. The motion unanimously passed. Norman moved for the elections to be closed with a unanimous ballot. Walton seconded. The motion passed.
23. **Remarks from Outgoing and Incoming Officers** Quinn thanked the board and expressed her appreciation.
24. **Adopt Schedule of Meetings for 2022-2023** Quinn tabled this item until next month as dates and times are still being decided upon.
25. **Appoint Finance Officer for 2022-2023** Quinn appointed Sherry Speth as the finance officer for the 2022-2023 term.
26. **Confirm/Propose One but No More Than Two Trustees for Continued Service/Election as Directors of the Mead Public Library Foundation** Quinn confirmed the continued service of both herself and Norman as directors of the Mead Public Library Foundation.
27. **Confirm/Propose Trustee to Serve On/For Appointment to The Monarch Board – President** Quinn confirmed herself to continue to serve on the Monarch board as a liaison for Mead.
28. **Appoint Standing Committee Chairs and Members as Set Forth in The Bylaws – President** Committees were updated and a list of members was distributed.
29. **Appoint Ad Hoc Committee Chairs and Members as Set Forth in The Bylaws – President** Ad Hoc Committee chairs were updated and a list of committees was distributed.

## UPCOMING MEETINGS

30. **Library Board of Trustees (06/23/22 @ TBD)**

## ADJOURN

31. **Motion to Adjourn** Albrinck **moved** to adjourn the meeting. Speth **seconded**. The motion **passed**. Being no further business, the meeting adjourned at 8:30 p.m.

Generated by Sydney Mehn on Friday, June 3, 2022

## MEAD PUBLIC LIBRARY - AP Invoices

6/1/2022 to 6/1/2022

Item 6.

Department	Vendor Number	Vendor	Line Item Description	Line item amount	Check date	Check Number
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	ACCT #20W1532 MATERIAL PURCHASE	\$10.63	6/1/2022	1267
MEAD LIBRARY	318	KRISS PREMIUM PROD	BUILDING MAINTENANCE	\$211.14	6/1/2022	356600
MEAD LIBRARY	12374	MBM/MODERN BUSINESS	PHOTO COPY/PRINT LEASE - ACCT #MP01-B	\$789.31	6/1/2022	356604
MEAD LIBRARY	12374	MBM/MODERN BUSINESS	PHOTO COPY/PRINTER LEASE - ACCT #MP01-B	\$214.57	6/1/2022	356604
MEAD LIBRARY	231	MIDWEST TAPE	CUST #2000015656	\$1,121.46	6/1/2022	1278
MEAD LIBRARY	231	MIDWEST TAPE	CUST #2000015656	\$876.32	6/1/2022	1278
MEAD LIBRARY	231	MIDWEST TAPE	MATERIAL PURCHASE - CUST #2000015656	\$542.04	6/1/2022	1278
MEAD LIBRARY	231	MIDWEST TAPE	CUST #2000015656 VENDOR #231	\$414.38	6/1/2022	1278
MEAD LIBRARY	231	MIDWEST TAPE	CUST #2000016317	\$383.04	6/1/2022	1278
MEAD LIBRARY	231	MIDWEST TAPE	CUST #2000016317 MATERIAL PURCHASE	\$273.49	6/1/2022	1278
MEAD LIBRARY	231	MIDWEST TAPE	CUST #2000016317 MATERIAL PURCHASE	\$171.74	6/1/2022	1278
MEAD LIBRARY	231	MIDWEST TAPE	CUST #2000015656 MATERIAL PURCHASE	\$42.98	6/1/2022	1278
MEAD LIBRARY	7033	MM MECHANICAL	BUILDING MAINTENANCE	\$2,760.34	6/1/2022	1279
MEAD LIBRARY	6912	ONE TIME VENDOR	PATRON REFUND	\$20.92	6/1/2022	356616
MEAD LIBRARY	6912	ONE TIME VENDOR	PATRON REFUND	\$7.05	6/1/2022	356615
MEAD LIBRARY	900304	PITNEY BOWES PURCHAS	ACCT #8000-9000-1102-0652	\$520.99	6/1/2022	356621
MEAD LIBRARY	900304	PITNEY BOWES PURCHAS	ACCT #8000-9000-1102-0652 POSTAGE	\$520.99	6/1/2022	356621
MEAD LIBRARY	16722	PROFESSIONAL SUPPLY	CUST ACCT #MEADP100	\$25.84	6/1/2022	1286
MEAD LIBRARY	5296	STAPLES BUSINESS AD	CR ACCT #264388 STAPLES #1669297DET	\$387.42	6/1/2022	356637
MEAD LIBRARY	5296	STAPLES BUSINESS AD	CR ACCT #264388 STAPLES #1669297DET	\$15.29	6/1/2022	356637
MEAD LIBRARY	900103	WAL-MART COMMUNITY	REF #1042000314 MATERIAL PURCHASE	\$16.98	6/1/2022	356650
Total				\$65,944.44		

## MEAD PUBLIC LIBRARY - AP Invoices

6/1/2022 to 6/1/2022

Item 6.

Department	Vendor Number	Vendor	Line Item Description	Line item amount	Check date	Check Number
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	ACCT #A2JXVCVZU4S49M - 111-5230502-4096230	\$2,686.96	6/1/2022	1246
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	ACCT #A2JXVCVZU4S49M MATERIAL PURCHASE	\$1,008.92	6/1/2022	1246
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	ACCT #A2JXVCVZU4S49M - MAT'L PURCHASE	\$606.34	6/1/2022	1246
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	ACCT #A2JXVCVZU4S49M - MAT'L PURCHASE	\$513.94	6/1/2022	1246
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	ACCT #A2JXVCVZU4S49M - MAT'L PURCHASE	\$497.01	6/1/2022	1246
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	ACCT #A2JXVCVZU4S49M MATERIAL PURCHASE	\$248.91	6/1/2022	1246
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	ACCT #A2JXVCVZU4S49M - 111-7538660-9400250	\$239.97	6/1/2022	1246
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	ACCT #A2JXVCVZU4S49M MATERIAL PURCHASE	\$119.97	6/1/2022	1246
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	112-8980264-1919456 & 112-2203157-4430655	\$112.98	6/1/2022	1246
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	ACCT #A2JXVCVZU4S49M PROGRAMMING EXPENSE	\$101.92	6/1/2022	1246
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	ACCT #A2JXVCVZU4S49M - MAT'L PURCHASE	\$88.00	6/1/2022	1246
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	ACCT #A2JXVCVZU4S49M - MAT'L PURCHASE	\$82.70	6/1/2022	1246
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	ACCT #A2JXVCVZU4S49M MATERIAL PURCHASE	\$72.65	6/1/2022	1246
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	ACCT #A2JXVCVZU4S49M - 113-2262674-7970604	\$63.97	6/1/2022	1246
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	ACCT #A2JXVCVZU4S49M - #114-4607681-8793024	\$56.72	6/1/2022	1246
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	ACCT #A2JXVCVZU4S49M - MAT'L PURCHASE	\$51.11	6/1/2022	1246
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	ACCT #A2JXVCVZU4S49M MATERIAL PURCHASE	\$47.62	6/1/2022	1246
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	ACCT #A2JXVCVZU4S49M - BUILDING MAINTENANCE	\$42.21	6/1/2022	1246
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	ACCT #A2JXVCVZU4S49M - MAT'L PURCHASE	\$42.00	6/1/2022	1246
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	ACCT #A2JXVCVZU4S49M - MAT'L PURCHASE	\$40.74	6/1/2022	1246
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	ACCT #A2JXVCVZU4S49M - 113-9589466-0122605	\$30.98	6/1/2022	1246
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	ACCT #A2JXVCVZU4S49M - MAT'L PURCHASE	\$23.99	6/1/2022	1246
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	ACCT #A2JXVCVZU4S49M - 114-4332351-4611430	\$22.00	6/1/2022	1246
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	ACCT #A2JXVCVZU4S49M - #111-9694142-4202622	\$13.11	6/1/2022	1246
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	ACCT #A2JXVCVZU4S49M - 111-6773-3467-3016202	\$12.96	6/1/2022	1246
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	ACCT #A2JXVCVZU4S49M - MAT'L PURCHASE	\$12.95	6/1/2022	1246
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	ACCT #A2JXVCVZU4S49M - MAT'L PURCHASE	\$8.99	6/1/2022	1246
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	ACCT #A2JXVCVZU4S49M - MAT'L PURCHASE	\$8.28	6/1/2022	1246
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	ACCT #A2JXVCVZU4S49M OFFICE SUPPLIES	\$6.97	6/1/2022	1246
MEAD LIBRARY	5429	BATZNER PEST CONTROL	ACCT #138091 - ORDER #3342836 CONTRACTED	\$350.00	6/1/2022	1249
MEAD LIBRARY	3200	CDWG	ORDER #1C7PDWZ IT EXPENSE	\$251.00	6/1/2022	356570
MEAD LIBRARY	6399	CHESEBRO, JANINE E.	PATRON REFUND	\$1.08	6/1/2022	356572
MEAD LIBRARY	4750	DULMES DECOR INC	WINDOW TREATMENT REPLACEMENT PROJECT	\$6,332.73	6/1/2022	1258
MEAD LIBRARY	900230	EBSCO SUBSCRIPTION	MATERIAL PURCHASE - ACCT #CG-F-98112-00	\$12,286.96	6/1/2022	1259
MEAD LIBRARY	900230	EBSCO SUBSCRIPTION	ACCT #CG98113-75 MATERIAL PURCHASE	\$8,071.00	6/1/2022	1259
MEAD LIBRARY	5529	FOND DU LAC PUBLIC	PATRON REFUND	\$28.99	6/1/2022	356583
MEAD LIBRARY	4995	GT GRAPHICS OF SHEB	OFFICE SUPPLIES - MPLFDN	\$84.70	6/1/2022	1266



MEAD PUBLIC LIBRARY - AP Invoices

6/1/2022 to 6/1/2022

Item 6.

Department	Vendor Number	Vendor	Line Item Description	Line item amount	Check date	Check Number
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	ACCT #20W1532 OTHER CONTENT	\$2,100.00	6/1/2022	1267
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	ACCT #20W1532 MATERIAL PURCHASE	\$2,045.43	6/1/2022	1267
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	ACCT #20W1532 MATERIAL PURCHASE	\$1,999.87	6/1/2022	1267
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	ACCT #20W1532 MATERIAL PURCHASE	\$1,678.70	6/1/2022	1267
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	ACCT #20W1532 MATERIAL PURCHASE	\$1,583.64	6/1/2022	1267
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	ACCT #20W1532 MATERIAL PURCHASE	\$1,473.34	6/1/2022	1267
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	ACCT #20W1532 MATERIAL PURCHASE	\$1,345.79	6/1/2022	1267
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	ACCT #20W1532 MATERIAL PURCHASE	\$1,015.03	6/1/2022	1267
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	ACCT #20W1532 MATERIAL PURCHASE	\$961.43	6/1/2022	1267
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	MATERIAL PURCHASE - ACCT #20W1532	\$664.05	6/1/2022	1267
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	ACCT #20W1532 MATERIAL PURCHASE	\$532.00	6/1/2022	1267
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	MATERIAL PURCHASE - ACCT #20W1532	\$509.73	6/1/2022	1267
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	ACCT #20W1532 MATERIAL PURCHASE	\$495.30	6/1/2022	1267
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	ACCT #20W1532 MATERIAL PURCHASE	\$493.67	6/1/2022	1267
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	MATERIAL PURCHASE - ACCT #20W1532	\$471.08	6/1/2022	1267
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	ACCT #20W1532 MATERIAL PURCHASE	\$456.16	6/1/2022	1267
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	MATERIAL PURCHASE - ACCT #20W1532	\$432.72	6/1/2022	1267
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	ACCT #20W1532 MATERIAL PURCHASE	\$428.06	6/1/2022	1267
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	MATERIAL PURCHASE - ACCT #20W1532	\$378.91	6/1/2022	1267
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	ACCT #20W1532 MATERIAL PURCHASE	\$377.17	6/1/2022	1267
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	ACCT #20W1532 MATERIAL PURCHASE	\$370.78	6/1/2022	1267
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	MATERIAL PURCHASE - ACCT #20W1532	\$363.59	6/1/2022	1267
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	ACCT #20W1532 MATERIAL PURCHASE	\$287.92	6/1/2022	1267
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	ACCT #20W1532 MATERIAL PURCHASE	\$283.44	6/1/2022	1267
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	MATERIAL PURCHASE - ACCT #20W1532	\$214.75	6/1/2022	1267
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	ACCT #20W1532 MATERIAL PURCHASE	\$191.61	6/1/2022	1267
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	MATERIAL PURCHASE - ACCT #20W1532	\$183.65	6/1/2022	1267
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	MATERIAL PURCHASE - ACCT #20W1532	\$177.50	6/1/2022	1267
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	ACCT #20W1532 MATERIAL PURCHASE	\$159.66	6/1/2022	1267
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	MATERIAL PURCHASE - ACCT #20W1532	\$141.81	6/1/2022	1267
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	ACCT #20W1532 MATERIAL PURCHASE	\$132.95	6/1/2022	1267
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	ACCT #20W1532 MATERIAL PURCHASE	\$108.55	6/1/2022	1267
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	MATERIAL PURCHASE - ACCT #20W1532	\$82.78	6/1/2022	1267
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	ACCT #20W1532 MATERIAL PURCHASE	\$78.71	6/1/2022	1267
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	ACCT #20W1532 MATERIAL PURCHASE	\$68.08	6/1/2022	1267
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	ACCT #20W1532 MATERIAL PURCHASE	\$25.37	6/1/2022	1267
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	MATERIAL PURCHASE - ACCT #20W1532	\$18.42	6/1/2022	1267
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	ACCT #20W1532 MATERIAL PURCHASE	\$14.54	6/1/2022	1267

Mead Public Library Paid Accounts Payable's					
6/14/2022 to 6/14/2022					
Page 1					
Vendor Number	Vendor	Line Item Description	Line Item Amount	Check Date	Check Number
6739	AMAZON CAPITAL SERVI	ACCT #A2JXVCVZU4S49M IT PURCHASE	1,280.34	6/14/2022	1298
6739	AMAZON CAPITAL SERVI	ACCT #A2JXVCVZU4S49M #112-3609707-7550616	\$574.54	6/14/2022	1298
6739	AMAZON CAPITAL SERVI	ACCT #AJXVCVZU4S49M 111-1022352-2761865	\$161.88	6/14/2022	1298
6739	AMAZON CAPITAL SERVI	ACCT #A2JXVCVZU4S49M -114-1574956-7315449	\$159.89	6/14/2022	1298
6739	AMAZON CAPITAL SERVI	ACCT #A2JXVCVZU4S49M PROGRAMMING	\$119.99	6/14/2022	1298
6739	AMAZON CAPITAL SERVI	ACCT #A2JXVCVZU4S49M PROGRAMMING	\$96.43	6/14/2022	1298
6739	AMAZON CAPITAL SERVI	ACCT #A2JXVCVZU4S49M #111-376808-9669837	\$88.00	6/14/2022	1298
6739	AMAZON CAPITAL SERVI	ACCT #A2JXVCVZU4S49M SUMMER READING PROGRAM	\$54.34	6/14/2022	1298
6739	AMAZON CAPITAL SERVI	ACCT #A2JXVCVZU4S49M - JANITORIAL SUPPLIES	\$51.79	6/14/2022	1298
6739	AMAZON CAPITAL SERVI	ACCT #A2JXVCVZU4S49M PROGRAMMING	\$50.36	6/14/2022	1298
6739	AMAZON CAPITAL SERVI	ACCT #A1JXVCVZU4S49M, PROGRAMMING	\$35.62	6/14/2022	1298
6739	AMAZON CAPITAL SERVI	ACCT #A2JXVCVZU4S49M #111-9351674-3225839	\$25.99	6/14/2022	1298
6739	AMAZON CAPITAL SERVI	ACCT #A2JXVCVZU4S49M BLDG MAINTENANCE	\$19.90	6/14/2022	1298
6739	AMAZON CAPITAL SERVI	ACCT #A2JXVCVZU4S49M MATERIAL PURCHASE	\$14.96	6/14/2022	1298
6739	AMAZON CAPITAL SERVI	ACCT #A2JXVCVZU4S49M PROGRAMMING	\$9.95	6/14/2022	1298
90009	AT&T	ACCT #920 Z83-0200 109 BTELEPHONE EXPENSE	\$147.00	6/14/2022	356688
4404	CHARTER COMMUNICATIO	PATRON INTERNET SERVICE	\$124.98	6/14/2022	356699
900081	DEMCO, INC.	CUST #811712612 MATERIAL PURCHASE	\$170.07	6/14/2022	356705
4572	DOLL, JON W.	PROGRAMMING EXPENSE	\$150.00	6/14/2022	356706
4557	ELM USA, INC.	DISC REPAIR MACHINE - MODEL #EM-H001	\$20,770.00	6/14/2022	356709
7155	ENGBERG ANDERSON INC	MPL SPACE USAGE STUDY	\$747.50	6/14/2022	356710
4995	GT GRAPHICS OF SHEB	OFFICE SUPPLIES	\$150.50	6/14/2022	1318
6056	INGRAM LIBRARY SERV	ACCT #20W1532 - MATERIAL PURCHASE	\$2,568.53	6/14/2022	1320
6056	INGRAM LIBRARY SERV	ACCT #20W1532 MATERIAL PURCHASE	\$1,095.96	6/14/2022	1320
6056	INGRAM LIBRARY SERV	ACCT #20W1532 MATERIAL PURCHASE	\$949.20	6/14/2022	1320
6056	INGRAM LIBRARY SERV	ACCT #20W1532 MATERIAL PURCHASE	\$612.45	6/14/2022	1320
6056	INGRAM LIBRARY SERV	CUST #20W1532 MATERIAL PURCHASE	\$500.58	6/14/2022	1320

## Mead Public Library Paid Accounts Payable's

6/14/2022 to 6/14/2022

Page

1

Vendor Number	Vendor	Line Item Description	Line Item Amount	Check Date	Check Number
6056	INGRAM LIBRARY SERV	ACCT #20W8082 MATERIAL PURCHASE	\$312.90	6/14/2022	1320
6056	INGRAM LIBRARY SERV	ACCT #20W1532 MATERIAL PURCHASE	\$269.08	6/14/2022	1320
6056	INGRAM LIBRARY SERV	ACCT #20W8082 MATERIAL PURCHASE	\$235.90	6/14/2022	1320
6056	INGRAM LIBRARY SERV	ACCT #20W8082 MATERIAL PURCHASE	\$235.89	6/14/2022	1320
6056	INGRAM LIBRARY SERV	ACCT #20W1532 MATERIAL PURCHASE	\$168.17	6/14/2022	1320
6056	INGRAM LIBRARY SERV	ACCT #20W1532 MATERIAL PURCHASE	\$49.99	6/14/2022	1320
6056	INGRAM LIBRARY SERV	ACCT #20W8082 MATERIAL PURCHASE	\$16.72	6/14/2022	1320
231	MIDWEST TAPE	CUST #2000015656 MATERIAL PURCHASE	\$458.04	6/14/2022	1333
231	MIDWEST TAPE	CUST #2000016317 MATERIAL PURCHASE	\$105.06	6/14/2022	1333
231	MIDWEST TAPE	CUST #2000016317	\$60.99	6/14/2022	1333
231	MIDWEST TAPE	CUST #2000015656 MATERIAL PURCHASE	\$12.74	6/14/2022	1333
13389	MILWAUKEE JOURNAL SE	ACCT #MJ2606211 MATERIAL PURCHASE	\$831.29	6/14/2022	356745
13389	MILWAUKEE JOURNAL SE	ACCT #MJ0086055 MATERIAL PURCHASE	\$831.29	6/14/2022	356745
4810	MIND, SOUL AND SELF	JUNE/JULY/AUG PROGRAMMING EXPENSE	\$900.00	6/14/2022	356746
4810	MIND, SOUL AND SELF	HEIRLOOM SEEDS PROGRAM	\$47.48	6/14/2022	356746
6912	ONE TIME VENDOR	PATRON REFUND	\$17.00	6/14/2022	356766
6912	ONE TIME VENDOR	PATRON REFUND	\$14.99	6/14/2022	356764
5874	QUALITY CONTROL SERV	SEMI ANNUAL MAINTENANCE SERVICE AGREEMENT PYMT	\$817.00	6/14/2022	1345
900141	SALEM PRESS PRODUCT	CUST #1011364 - MATERIAL PURCHASE	\$260.05	6/14/2022	1348
5248	WAUKESHA PUBLIC LIBR	PATRON REFUND	\$13.97	6/14/2022	356813
22444	WI DEPT OF ADMINISTR	CUST #0000027903 MATERIAL PURCHASE	\$600.00	6/14/2022	356814
Total			\$36,989.30		

6/16/2022 10:11:47 AM

# Library Program Specialist

Item 8.

**Direct Supervisor:** Public Services Manager  
**Department:** Mead Public Library  
**Version Date:** May 3, 2022  
**Salary Grade:** H  
**FLSA Status:** Exempt, Not Represented



## Position Summary:

The primary purpose of this position is to work as part of a team to reach the organization's stated goals and objectives for the entire Mead Public Library public services effort. The Library Program Specialist position develops and delivers library programs, assists patrons in the makerspace (Imaginarium) and digital media production studio (Mead Radio), and as a member of the Public Services team, provides excellent customer service to the library community and supports other department activities. Work is performed under the direction of the Public Services Manager.

## Essential Responsibilities:

1. Performs general day to day duties associated with various services which include but are not limited to:
  - a. Circulation of library collections
  - b. Customer service, reader's advisory, and and limited research services
  - c. Instructs and assists patrons with technology and equipment to include but not limited to public computers, makerspace equipment, digital media production studio, online library catalog, and digital resources.
  - d. Handles/counts cash and performs cash transactions
  - e. Interprets, explains and applies library policy and procedures to respond to customer concerns.
  - f. Prepares invoices for payment
  - g. Schedules and coordindates book displays and exhibits.
2. Coordinates makerspace (Imaginarium) activities, programs, and equipment purchases and maintaince
3. Coordinates digital media production studio (Mead Radio) activities, programs, and equipment purchases and maintaince
4. Collaborates with Public Services team in the planning, development, and delivery of programs in the library and community
5. Develops and maintains cooperative relationships with community organizations
6. Attends library conferences and workshops
7. Provides input to managers in the improvement of library policies, plans and goals
8. Leads ad hoc teams or projects; participates in and leads staff committees
9. Directly addresses Code of Conduct enforcement and behavioral issues in the library alongside Managers and Public Safety/Community Resource Specialist
10. Reports building malfunctions, safety, and security matters to management, safety specialist and/or maintenance staff
11. Provides emergency duties and resources as needed in times of a City emergency in conjunction with the Director and in accordance with the City's emergency plan
12. Performs other related work as assigned by the Director or Manager

## Education & Experience:

1. Bachelor's Degree and two years of library or related experience
2. Or equivilent combination of education and relevant experience



## Qualifications & Skills:

1. Demonstrate outstanding interpersonal skills and ability to interact with the diverse local community.
2. Basic knowledge of library services and procedures
3. Ability to think analytically and to develop new or revised systems, procedures, and work flow
4. Ability to exercise initiative and independent judgment
5. Resilient to changes in the library profession and work environment
6. Ability to develop and maintain constructive relationships with staff and public
7. Ability and willingness to learn, adaptability to new technologies, flexibility when faced with changing situation, ability to work in an ambiguous environment
8. The ability to effectively communicate ideas and information both in written and oral form, effectively read and understand written information.
9. Ability to work independently in a fast-paced environment with frequent interruptions.
10. Ability to set priorities in order to meet assignment deadlines.
11. Mathematics: Ability to calculate basic arithmetic problems (addition, subtraction, multiplication, division)
12. Reasoning: Ability to exercise good judgment, investigate, define problems and offer solutions, research and collect data, analyze information and establish facts and draw valid conclusions.
13. Technology: Ability to create documents in MS Word and spreadsheets in MS Excel, ability to use and maintain e-mail and calendars.

## Post Job Offer Requirements:

Job offers for this position are contingent on the individual passing a pre-employment drug screen and background check.

## Work Environment:

The work environment and physical demands characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

1. Sitting, standing, walking, climbing and stooping
2. Bending, twisting and reaching
3. Talking and hearing; use of the telephone
4. Far vision at 20 feet or further; near vision at 20 inches or less
5. Lifting and carrying: 50 pounds or less
6. Pushing and pulling: objects on wheels weighing 60-100 pounds
7. Handling: processing, picking up and shelving library materials
8. Fingering: typing, keyboarding, writing, filing, sorting, shelving and processing
9. Mobility: travel to meetings outside the library

## Department Summary:

The Mead Public Library provides quality services, resources, and lifelong learning opportunities to meet the needs and interests of our diverse community. The function of the Mead Public Library is to serve our customers in a way that establishes a relationship of mutual gratitude – our gratitude for our customers' patronage, and our customers' gratitude for the quality and value they receive.

## Acknowledgement:

The job description includes the essential responsibilities of the position and is not to be construed as all-inclusive. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific essential responsibilities does not exclude them from the position if the work is similar, related, or is a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

My signature below is both an acknowledgement of my understanding of the job description for this position, as well as my commitment to uphold and promote the mission, vision, and core values of the City of Sheboygan, and work to fulfill the six values of the City's Strategic Plan.

Employee Name:\_\_\_\_\_ Employee Number:\_\_\_\_\_

Employee Signature:\_\_\_\_\_ Date:\_\_\_\_\_

# Library Assistant

Item 8.

**Direct Supervisor:** Public Services Manager  
**Department:** Mead Public Library  
**Version Date:** October 20, 2020  
**Salary Grade:** C  
**FLSA Status:** Non-Exempt , Not Represented



## Position Summary:

The primary purpose of this position is to work as part of a team to reach the organization's stated goals and objectives for the entire Mead Public Library public services effort. Library assistants may be asked to perform multiple, distinct roles and share tasks with their team, so individuals in these positions must be comfortable with change and be team players. Work ~~is~~ performed under the direction of the Public Services Manager or the Support Services Manager.

## Essential Responsibilities:

1. Performs general day to day duties associated with various services which include but are not limited to:
  - a. ~~Collection Material~~ ordering, receiving, processing and mending
  - b. Circulation of library collections
  - c. Bibliographic and customer database entry and maintenance
  - d. Reader's advisory, reference, and limited research services
  - e. Routine indexing and bibliography compilation
  - f. ~~Assist in administering~~ library related programs, events and ~~storytelling-storytime~~
  - g. ~~Interprets, explains and applies library policy and procedures to respond to customer concerns.~~
  - f.—
  - g.h. Interlibrary loan collection and distribution systems
  - h.i. Handles/counts cash and performs cash transactions
  - i.j. Processes and distributes mail and other deliveries
  - j.k. Prepares invoices for payment
  - l. Handles bookings for the meeting rooms
  - k.m. ~~Coordinates Homebound Delivery services~~
2. Conduct service interviews to link customer needs with services and resources
3. Provides input to managers in the improvement of library policies, plans and goals ~~and participates in staff committees~~
4. ~~May make library purchases and/or assist in the weeding process~~
- 5.4. May offer technology ~~training assistance~~ to others
5. Attends library conferences and workshops
6. ~~Directly addresses Code of Conduct enforcement and behavioral issues in the library alongside Managers and Public Safety/Community Resource Specialist~~
7. ~~Reports building malfunctions, safety, and security matters to management, safety specialist and/or maintenance staff~~
- 6.—
- 7.8. Provides emergency duties and resources as needed in times of a City emergency in conjunction with the Director and in accordance with the City's emergency plan
- 8.9. Performs other related work as assigned by the Director or Manager

## Education & Experience:

1. High School Diploma or GED
2. Three ~~to five~~ years library or related experience

## Qualifications & Skills:

1. Basic knowledge of library services and procedures
2. Ability to employ appropriate techniques to meet service needs
3. Resilient to changes in the library profession
4. Ability to develop and maintain constructive relationships with staff and public
5. Ability and willingness to learn, adaptability to new technologies, flexibility when faced with changing situation, ability to work in an ambiguous environment
6. The ability to communicate effectively ideas and information both in written and oral form, effectively read and understand written information.
7. Ability to comprehend and follow instructions from supervisor, verbally and in written form.
8. Must set priorities in order to meet assignment deadlines.
9. The ability to calculate basic arithmetic problems (addition, subtraction, multiplication, division) without the use of a calculator
10. Strong interpersonal, communication and organizational skills and a strong sense of responsibility and initiative.
11. Work closely with the Supervisor and coworkers in performing a variety of tasks.
12. Ability to work independently in a fast-paced environment with frequent interruptions.
13. Ability to set priorities in order to meet assignment deadlines.

## Post Job Offer Requirements:

Job offers for this position are contingent on the individual passing a pre-employment drug screen and background check.

## Work Environment:

The work environment and physical demands characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

1. Sitting, standing, walking, climbing and stooping
2. Bending, twisting and reaching
3. Talking and hearing; use of the telephone
4. Far vision at 20 feet or further; near vision at 20 inches or less
5. Lifting and carrying: 50 pounds or less
6. Pushing and pulling: objects on wheels weighing 60-100 pounds
7. Handling: processing, picking up and shelving library materials
8. Fingering: typing, keyboarding, writing, filing, sorting, shelving and processing
9. Mobility: travel to meetings outside the library

## Department Summary:

The Mead Public Library provides quality services, resources, and lifelong learning opportunities to meet the needs and interests of our diverse community. The function of the Mead Public Library is to serve our



customers in a way that establishes a relationship of mutual gratitude – our gratitude for our customers’ patronage, and our customers’ gratitude for the quality and value they receive.

## **Acknowledgement:**

The job description includes the essential responsibilities of the position and is not to be construed as all-inclusive. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific essential responsibilities does not exclude them from the position if the work is similar, related, or is a logical assignment to the position.

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My signature below is both an acknowledgement of my understanding of the job description for this position, as well as my commitment to uphold and promote the mission, vision, and core values of the City of Sheboygan, and work to fulfill the six values of the City’s Strategic Plan.

Employee Name:\_\_\_\_\_ Employee Number:\_\_\_\_\_

Employee Signature:\_\_\_\_\_ Date:\_\_\_\_\_

**Direct Supervisor:** Public Services Manager  
**Department:** Mead Public Library  
**Version Date:** October 20, 2020  
**Salary Grade:** J  
**FLSA Status:** Exempt (Full-Time), Non-Exempt , Not Represented (Part-Time)



## Position Summary:

The purpose of this position is to lead and mentor other library employees in order to achieve the organization's goals and objectives for the entire Mead Public Library public services effort. These positions will act as specialists using their expertise to: lead teams, mentor staff, oversee projects, teach technology classes, monitor the procurement and weeding of the library collections, coordinate programs and events and locate specialized information and resources. These individuals should be seen as experts, leaders and role models in providing top notch library service to the community. Work is performed under the direction of the Public Services Manager.

## Essential Responsibilities:

1. ~~Mentors~~ Serves as a resource to other staff on library's mission, vision, policy, procedure, event planning, collection development and proper customer service techniques
2. Works closely with the management team to improve the overall efficiency, effectiveness and value of all library services and resources
3. Leads ad hoc teams or projects; participates in and leads staff committees
4. Maintains high level of professional knowledge of ~~Researches~~ trends and innovation in library services
5. Monitors local library statistics and makes recommendations to management for improvements
6. Provides customer service and assistance in the use of library services, including reader's advisory and reference services and technology training and assistance.
7. ~~Plans, coordinates and presents~~ Develops and coordinates programs ~~and~~, events, and storytimes
8. Serves as a library representative on various community committees ~~ambassador to the community through community engagement and outreach strategies~~
9. Assists manager in the development of library policies, plans and goals
10. Coordinates, develops and presents library training to staff and public
- ~~11. Reports safety and security matters to management, security specialist or maintenance staff~~
- ~~12. 11.~~ Oversee library collections procurement and weeding process
- ~~12. Maintains high level of professional knowledge~~ Engages with the larger LIS profession through routine and consistent professional development in the form of conferences, workshops, classes, and publications.
- ~~13. Directly addresses Code of Conduct enforcement and behavioral issues in the library alongside Managers and Public Safety/Community Resource Specialist~~
- ~~14. Reports building malfunctions, safety, and security matters to management, safety specialist and/or maintenance staff~~
- ~~15. Acts as "person in charge" when Managers and Director are unavailable~~
- ~~13.~~
- ~~16.~~ Provides emergency duties and resources as needed in times of a City emergency in conjunction with the Director and in accordance with City's emergency plan
- ~~14.~~
- ~~15. 17.~~ Performs other related work as assigned by the Director or Manager

## Education & Experience:

1. Master of Library Science from an American Library Association accredited library school or equivalent advanced degree
2. Two years of experience in a public library or equivalent relevant experience

## Qualifications & Skills:

1. Demonstrate outstanding interpersonal skills and ability to interact with the diverse local community.
2. Possess in-depth knowledge of library systems and concepts as well as excellent communication and organizational skills.
3. Desire to meet and serve the library's user community
4. Ability to think analytically and to develop new or revised systems, procedures, and work flow
5. Ability to exercise initiative and independent judgment
6. Knowledge of computers, the internet, and commercially available library software
7. Ability to prepare comprehensive reports and present ideas clearly and concisely in written and oral form
8. Ability to make administrative decisions, interpret policies, and mentor staff
9. Ability to motivate, establish and maintain effective working relationships with associates, supervisors, volunteers, other community agencies and the public
10. Knowledge of the philosophy and techniques of library service
11. Ability to organize job duties and work independently
12. Demonstrated knowledge of library materials and resources
13. Creativity to develop and implement library programs and services
14. Ability to communicate both orally and in writing
15. Positive attitude toward library users with special needs
16. Accuracy and skill in typing
17. Mathematics: Ability to calculate basic arithmetic problems (addition, subtraction, multiplication, division)
18. Reasoning: Ability to exercise good judgment, investigate, define problems and offer solutions, research and collect data, analyze information and establish facts and draw valid conclusions.
19. Technology: Ability to create documents in MS Word and spreadsheets in MS Excel, ability to use and maintain e-mail and calendars, ability to develop and maintain customized reports in MUNIS PR/HR system.
20. Language Skills: Ability to read, analyze and interpret government regulations, technical procedures, and general government periodicals. Ability to write documents, correspondence and procedure manuals. Ability to effectively present information and respond to questions from employees and the general public.
21. Other: Ability to take initiative, interpret and apply policies and procedures, be organized, be detail-oriented, ability to prioritize, meet timelines, set goals, implement changes, handle sensitive and confidential situations/information in a positive and proactive manner, work in a fast-paced environment, ask questions, give feedback and work independently, as well as within a team structured environment. Ability to perform work in response to general, outcome-based directives.

## Post Job Offer Requirements:

Job offers for this position are contingent on the individual passing a pre-employment drug screen and background check.

## Work Environment:

The work environment and physical demands characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

1. Regularly required to talk, hear, see and sit.
2. Required to stand and walk, and lift and/or move up to 10 pounds.

## Department Summary:

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My signature below is both an acknowledgement of my understanding of the job description for this position, as well as my commitment to uphold and promote the mission, vision, and core values of the City of Sheboygan, and work to fulfill the six values of the City's Strategic Plan.

Employee Name: \_\_\_\_\_ Employee Number: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## 2022 Mead Public Library Table of Organization

Citizens of the City of Sheboygan

Mayor and Common Council

Library Board of Trustees ( 10 )

Revised as of 7/1/2022

<b>1.00</b>	<b>Library Director</b>
<b>1.00</b>	<b>Administrative Services Manager</b>
<b>1.00</b>	<b>Communications Specialist</b>
<b>1.00</b>	<b>Administrative Assistant</b>
<b>1.00</b>	<b>Information Technology Specialist</b>
<b>1.00</b>	<b>Maintenance Supervisor</b>
<b>1.00</b>	<b>Maintenance Technician</b>
<b>1.00</b>	<b>Cleaners</b>
<b>1.00</b>	<b>Public Services Manager</b>
<b>9.00</b>	<b>Librarian</b>
<b>6.50</b>	<b>Library Assistant</b>
<b>3.00</b>	<b>Library Program Specialist</b>
<b>1.00</b>	<b>Public Safety Specialist</b>
<b>1.00</b>	<b>Support Services Manager</b>
<b>3.00</b>	<b>Cataloger</b>
<b>6.25</b>	<b>Pages</b>

### ***FTE BY TEAM***

8.00	Administration
20.50	Public Services
10.75	Support Services
<b>39.25</b>	<b>Total</b>

### ***FTE BY YEAR***

39.25	2022
40.25	2021
39.75	2020
39.75	2019
38.00	2018
39.50	2017
39.75	2016
35.44	2015
37.63	2014
43.19	2013

### **TOTAL NUMBER OF EMPLOYEES**

7.00	Full-time Administration
2.00	Part-time Administration
18.00	Full-time Public Services
3.00	Part-time Public Services
4.00	Full-time Support Services
11.00	Part-time Support Services
<b>45.00</b>	<b>2022 Total</b>

Revised Date: 4/1/2022

Board Approved Date:

## 2022 Mead Public Library Table of Organization

Citizens of the City of Sheboygan

Mayor and Common Council

Library Board of Trustees ( 10 )

<b>1.00</b>	<b>Library Director</b>
	<b>1.00</b> Administrative Services Manager
	<b>1.00</b> Communications Specialist
	<b>1.00</b> Administrative Assistant
	<b>1.00</b> Information Technology Specialist
	<b>1.00</b> Maintenance Supervisor
	<b>1.00</b> Maintenance Technician
	<b>1.00</b> Cleaners
	<b>1.00</b> Public Services Manager
	<b>9.00</b> Librarian
	<b>8.50</b> Library Assistant
	<b>1.00</b> Public Safety Specialist
	<b>1.00</b> Support Services Manager
	<b>3.00</b> Cataloger
	<b>6.25</b> Pages

### ***FTE BY TEAM***

8.00	Administration
22.50	Public Services
11.25	Support Services
<b>41.75</b>	<b>Total</b>

### ***FTE BY YEAR***

41.75	2022
40.25	2021
39.75	2020
39.75	2019
38.00	2018
39.50	2017
39.75	2016
35.44	2015
37.63	2014
43.19	2013

### **TOTAL NUMBER OF EMPLOYEES**

7.00	Full-time Administration
2.00	Part-time Administration
20.00	Full-time Public Services
2.00	Part-time Public Services
4.00	Full-time Support Services
11.00	Part-time Support Services
<b>46.00</b>	<b>2022 Total</b>

Revised Date: 9/29/2021

Board Approved Date: 9/29/2021

**Maintenance Project list 2022**

Updated 6/21/22

**Holocaust Room Displays**— phase 1 of display completed, more digital items on the way

**Fire Panel replacement** – bids are in, awaiting direction

**Entryway tile cracking** – quoted awaiting approval, if not approved maintenance will repair what we can in August

**Additional Security Camera's** – all received in have been installed, awaiting a few that were backordered

**Additional Concrete by generator** – quoted, awaiting approval

**Media & Radio Rooms** – Media room on hold, radio room basically complete for now

**Rocca Room kitchen update** – on hold

**Hot Water Heater Replacement** – quoted, moved to future plan

**Jerry Black Furniture** – completed

**Window Treatments for workrooms** – completed

**HVAC Controls upgrades Phase III** – complete

**SE fence** – completed

**Donor Wall** – completed

**Furniture replacement** – completed

**Imaginarium heating** – completed

# Public Services Updates

## Programs

- Record-breaking attendance for Acuity Cool Picks Kick-off Carnival(Teen Summer Reading Program): 220
- Record-breaking attendance for Sheboygan Maker Fair: 2500

## Coming up:

- Listen Live to the Levitt AMP Sheboygan Music Series  
Mead Community Radio is partnering with the John Michael Kohler Arts Center to broadcast the 2022 Levitt AMP Sheboygan Music Series on Thursday evenings this summer! Tune into WSHS (FM) 91.7 - Sheboygan to listen live. The shows can also be streamed live on the Mead Radio Livestream  
(<https://live365.com/station/MEAD-COMMUNITY-RADIO-a30373>)  
\*Most concerts in the series happen Thursday evenings with the broadcasts beginning at 5:30 p.m. and music starting at 6 p.m. See the lineup for details:  
<https://www.jmkac.org/engage/programs/levitt-amp-sheboygan-music-series/>
- Family Night on the City Green; Wednesdays in July 5 pm -7 pm

## Staff updates:

Long-time Youth Services employee Aimee Steinbruecker has announced her retirement as of July 1 after 45 years of service at Mead.

Hiring is currently underway for new Library Assistant and Librarian positions.

## Whole Person Librarianship:

Workshop recording can be viewed at:

<https://sites.google.com/wholepersonlibrarianship.com/wplwisconsin2022/superior-mead>



May 2022		
Type	Name	Totals
Total	Reported Incidents	18
Age	Adult	12
	Teen	5
	Senior (65+)	0
	Kids	0
Encounter Type	Trespass after exclusion	0
	Dispute/argument/altercation between	0
	Fighting/Physical Altercations	0
	Harassment/Threating Language	0
	Homeless or Runaway (Youth Only)	1
	Horseplay and/or excessive noise	2
	Inappropriate comments and/or exces	0
	Intoxicated/Addiction	3
	Medical or mobility issue	2
	Mental Health	3
	Mess (Food waste, spills)	0
	Theft/Vandalism	0
	Trouble getting patron to leave after c	0
	Truancy	0
	Used in the building: Vaping, Drugs,	1
	Weapons	0
	Other (Specify in Description)	6
Location	1st Café	3
	1st Desk	1
	1st DVD's/Music	0
	1st Fiction	0
	1st Fireplace	0
	1st Lobby/Foyer	3
	1st Restrooms	2
	2nd Computers	3
	2nd Desk	1
	2nd Hansen Teen	2
	2nd Imaginarium	0
	2nd Quiet Study	0
	2nd Restrooms	2
	3rd Desk	0
	3rd Children's (North)	1
	3rd Children's (South)	0
	3rd Restrooms	0
	3rd Teen Center	0
	Outside (Specify in Description)	5
	Other (Specify in Description)	6

Type	Name	*May 2021	*May 2022	*Monthly 2021 vs 2022	*Year-to-date 2021	*Year-to-date 2022
<b>Circulation Transactions</b>	Adult Materials	17384	18646	7%	92966	94545
	Teen Materials	1018	893	-12%	4446	5035
	Children's Materials	11142	12022	8%	45093	64905
	Total Adult/Teen/Children's Materials	29544	31561	7%	142505	164485
<b>Materials Shared With Other Libraries</b>	Items provided to other libraries from Mead	8004	8588	7%	46983	39691
	Items received for Mead patrons from other libraries	4485	4747	6%	27112	25239
	Total Interlibrary Loans (Transits)	12489	13335	7%	74095	64930
<b>E-Content Checkouts</b>	Total E-Content Checkouts	7819	8118	4%	39511	39413
<b>Library Visits</b>	Gate count	10065	16699	66%	50068	83299
<b>Research Inquiries</b>	Research Inquiries	3220	4795	49%	11831	18170
<b>Internet Usage Provided</b>	Library Workstation Sessions	1265	1792	42%	6403	10686
	Wireless Sessions	4519	6213	37%	18506	29471
<b>Number of Library Card Holders</b>	Sheboygan Residents				31970	32778
	Non-Sheboygan Residents				8484	8132
	Total Number of Library Card Holders				40454	40910
<b>Classes, Seminars, Workshops, Events</b>	Children (0-11) Quantity	9	49	444%	47	263
	Children (0-11) Participants	248	1170	372%	1439	6875
	Teen (12-18) Quantity	0	2	No Previous Year Data	0	18
	Teen (12-18) Participants	0	47	No Previous Year Data	0	397
	Adult (18+) Quantity	8	25	213%	50	174
	Adult (18+) Participants	97	576	494%	1750	2731
	Total number of Classes, Seminars, Workshops, Events	17	76	347%	97	455
	Total number of Participants	345	1793	420%	3189	10003
<b>Conference Room Utilization</b>	Rocca Meeting Room	21%	36%	15%	22%	30%
	Loft Meeting Room	10%	28%	18%	2%	26%
	Public Conference Room #1	9%	12%	3%	3%	19%
	Public Conference Room #2	0%	20%	20%	0%	14%
<b>Study Rooms Utilization</b>	Study Rooms Hours Used	263	363	38%	877.5	1996
	Percent Utilization	23%	36%	13%	28%	32%
<b>Volunteer Hours</b>	Volunteer Hours	89.25	261.75	193%	547	1158.43

\*Stats effected by the COVID-19 Pandemic

**Minutes**  
**Mead Public Library Foundation**  
**Board of Directors**  
**May 25, 2022**

Present: Norman (presiding), Braden, Donovan, Holbrook, Montemayor, Nelson, Peneski, Perronne, Quinn, Stauber, Towne, Testwuide and Williams. Absent: Bartelt, Kolzow, and Loth. MPL Staff: DeAmico, Erickson and Mehn.

1. President Norman called the meeting to order at 12:00 p.m. and determined a quorum.
2. Williams **moved** and Perronne **seconded** approval of the March 23, 2022 minutes. The motion **passed**.
3. Committee Reports
  1. Development Committee – Carol Kolzow, Chair. Quinn reported in Kolzow’s absence. She began by talking about the list of Foundations and businesses that we would like to send the solicitation letter to, and asked board members to consider signing a letter for an organization that they might have a contact for. She next noted that the Foundation events would be happening this year, the advisory committee on September 23<sup>rd</sup>, and the Yuletide reception on December 2<sup>nd</sup>. She further discussed the 125<sup>th</sup> anniversary letter and noted some of the results.
  2. Finance Committee – John Perronne, Chair. Perronne discussed the finance committee meeting, noting the 1<sup>st</sup> quarter results report. He talked about the downward trend, and noted that if 2<sup>nd</sup> quarter is still negative, that is the definition of a recession. He encouraged the group though in reminding them of the higher returns we have seen in the past years, and indicated that the committee has decided to continue to accumulate cash rather than investing. He briefly discussed the funding of the staff scholarship, and the anticipated costs of that. Lastly, he brought a list of projects to the full board for funding approval that the Finance committee had discussed. After some discussion, Perronne **moved** to approve the allocation of funds for all the projects as presented and subject to need. Holbrook **seconded**. The motion **passed**.
  3. Scholarship Committee – Kathie Norman, Chair. Norman gave the board an update of the scholarship committee meeting. She discussed some of the changes they will be making to the document, and noted that once the document is complete she will send it out to the board for a virtual vote.
4. Norman next discussed the need for additional members on the Events committee. She appointed Mary Liz Towne and herself to be additions. The committee will now be Marilyn Montemayor, Sandy Loth, Mary Liz Towne, and Kathie Norman.
5. Erickson updated the group that the Children’s and Teen’s Book Festival would not be happening this year, and may cease to happen anymore. Quinn noted that most of the board members would like to step down and they have not been able to find anyone to take it over. The board will have one last meeting to make final arrangements, and then will likely distribute their remaining monies to the non-profits that worked with them on the festival.
6. Quinn discussed the updates to the board of Trustees, noting that the spring elections would take place the next day. She also discussed city updates, noting that typically she has budget parameters from the city by this time of year but she does not yet have them. She discussed the history of the salary

increase expectations from last year, and discussed the salary study coming out soon. She lastly discussed the building maintenance needs for the library and the city's reluctance to help fund these crucial needs. She is hoping to create a MOU with the city in the future to outline responsibilities of the library vs the city in terms of costs for building updates. As a follow up, Quinn also updated the board on the 125<sup>th</sup> anniversary progress. She discussed the banner, the bookmarks available, the historical panels that Josh Lintereur is creating, and some of the downtown collaborations she is hoping to make.

7. In Loth's absence, a report was provided to the board, which included the successful open house event and the raffle ticket sales, the Friends scholarship, the participation of the Friends in the SCIO night markets for the summer, and the upcoming scavenger hunt event in July.
8. Erickson noted that the lack of projects for the summer months made the July meeting optional. The board decided to cancel the July meeting, with the expectation of meeting again in September unless something pressing arises.

The next meeting of the Foundation is scheduled for September 28, 2022 @ 12:00 p.m. Being no further business, Norman **adjourned the meeting at 12:59 p.m.**